

OPERATING PROCEDURES OF THE CAMPUS/COMMUNITY EVENTS COMMITTEE
OF MONROE COUNTY COMMUNITY COLLEGE

ARTICLE I. Name and Purpose

- Section 1. The name of this organization shall be the Campus/Community Events Committee of Monroe County Community College.
- Section 2. The purpose of this organization is as defined by the College Constitution, II. Statement of Implementation, B. College Committees, 3. Campus/Community Events Committee.
- a) To establish a meaningful and dynamic program that would be available to the student body, faculty and community.
 - b) To promote a meaningful and diversified program of events. To encourage the students, faculty, support staff, and community to recommend events to the committee for consideration for inclusion into the year's program.

ARTICLE II. Membership

- Section 1. Membership on this committee will be representative of students, faculty, administrators, support staff, and community.
- Section 2. Faculty, administrators, support staff, and community members shall be determined by the President of Monroe County Community College.
- Section 3. Student voting membership will be a maximum of 20% of the total faculty, administrator, support staff, and community membership.

ARTICLE III. Officers

- Section 1. The officers of this organization shall be a Chair, Treasurer, and a Secretary.
- Section 2. Officers shall be nominated and elected at the first meeting in the fall.

ARTICLE IV. Meetings

- Section 1. Regular meetings shall be held as designated by the Chair of the Campus/Community Events Committee.
- Section 2. Special meetings may be called by the Chair.

ARTICLE V. Amendments

These operating procedures may be amended at any regular meeting of the committee by a two-thirds vote of the members present and voting, provided the amendment has been submitted in writing at a previous meeting.

PROCEDURAL BY-LAWS OF THE CAMPUS/COMMUNITY EVENTS COMMITTEE
OF MONROE COUNTY COMMUNITY COLLEGE

ARTICLE I. Membership

- Section 1. Active members shall be faculty, administrators, support staff, community members, and full-time students of this institution.
- Section 2. Faculty, administrators, support staff, and community members of this committee shall be appointed by the President of Monroe County Community College or his/her designee.
- Section 3. Voting student members shall be appointed by Monroe County Community College Student Government.

ARTICLE II. Duties

- Section 1. Members of the Campus/Community Events Committee should:
- a) Attend committee meetings.
 - b) Serve on assigned subcommittees.
 - c) Work in support of the goals and objectives of their subcommittee.
 - d) Committee members and volunteers whose subcommittee duties require participation and/or attendance at Campus/Community Events programs may be admitted free or at a reduced rate, upon the recommendation of the subcommittee chair.

ARTICLE III. Officers

- Section 1. Officers shall be elected for one academic year. The number of terms is not limited.
- Section 2. The duties of officers are as follows:
- Chair: Shall preside over all regular and special meetings. He/She shall be an ex-officio member of all standing committees.
- Treasurer: Shall submit to the President for approval by May 1 each year the program and corresponding budget for Campus/Community Events for the succeeding College year. The President or his/her designee will be responsible for signing contracts for performers sponsored by the Campus/Community Events Committee and for which approved budget commitments are available. Shall report to the President the financial condition of the Committee as it is reported at all regular or special meetings of the Committee. Shall keep financial records and report the financial status at each meeting. Shall preside over meetings in the Chair's absence.
- Secretary: Shall keep records of membership, attendance, minutes of all regular and special meetings, and shall handle all correspondence.
- Section 3. There shall be a new election when an officer position is vacated.

ARTICLE IV. Subcommittees

Section 1. The Chair, at the beginning of his/her term of office, shall appoint members to the following standing subcommittees:

- a) Programming Advisory Board
- b) Marketing
- c) Volunteers
- d) Sponsorships/Fund Raising
- e) Logistics

Section 2. The Standing Subcommittees shall have the following responsibilities:

- a) Programming Advisory Board - Representative of the total potential audience community, the Programming Advisory Board will provide input to the selection of programs and the operation of the facility.
- b) Marketing - Coordinate the marketing plan including advertising and publicity with direction and logistical support from the Institutional Advancement Office.
- c) Volunteers - Coordinate and schedule the volunteer workers that will assist with ushering, ticket sales, concessions, coat check, etc. Work with the Logistics Subcommittee as necessary on volunteer staffing needs.
- d) Sponsorships/Fund Raising - Coordinate the annual fund drive for cultural arts programming and assist with resource development through grants and corporate and private donations.
- e) Logistics - Assist with facility reservation requests, equipment, and set-ups; coordinate the ordering and distribution of event tickets; manage event ticket sales and guest relations at all events.

Section 3. There shall be as many other subcommittees as are deemed necessary by the Campus/Community Events Committee.

ARTICLE V. Parliamentary Authority

The rules contained in *Robert's Rules of Order* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with the constitution and the by-laws.

ARTICLE VI. Quorum

A quorum shall consist of representation from three of the five standing subcommittees. For purposes of a quorum, an individual shall represent no more than one standing subcommittee.

ARTICLE VII. Order of Business

The order of business shall be as follows:

- a) Meeting called to order by the Chair
- b) Roll call by Secretary
- c) Minutes of the last meeting read, corrected, and approved

- d) Reports of officers
- e) Announcements
- f) Reports of standing and special subcommittees
- g) Unfinished business
- h) New business
- i) Adjournment

ARTICLE VIII. Amendments

These procedural by-laws may be amended at any regular meeting of the committee by two-thirds vote of the members present and voting, provided the amendment has been submitted in writing at a previous meeting.